

**MATTITUCK-LAUREL LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING  
AGENDA**

**MEETING DATE: February 8, 2021**

**MEETING TIME: 6:00 PM (Zoom)**

- I. Approval of the Agenda**
- II. Review and Approval of the Minutes of January 11, 2020 Regular Board Meeting**
- III. Approval of Treasurer's Report**
- IV. Period of Public Expression**
- V. Director's Report**
- VI. President's Remarks**
- VII. Committee Reports**
  - A. Building Committee
  - B. Budget Committee
- VIII. Old Business**
  - A. Parking Lot/Greenspace
- IX. New Business**
  - A. Parking Lot Financing
  - B. Tutors in Library
  - C. Set Monthly Meeting Date – March 8, 2021
- X. Adjournment**

MATTITUCK-LAUREL LIBRARY

APPROVED MINUTES OF THE REGULAR MONTHLY MEETING

FEBRUARY 8, 2021

**Present:** Jim Underwood, President; Nick Timpone, Vice President; Katie O'Rourke, Secretary; Colleen Grattan-Arnoff, Trustee; Derek McLean, Trustee; Jeffrey Walden, Director

**Absent:** Peter Kren, Treasurer; Jean Mahoney, Trustee

**Note:** The meeting was held via the Zoom app.

Jim called the meeting to order at 6:01 p.m.

**I. Approval of the Agenda** Motion to approve made by Colleen; seconded by Katie and approved.

**II. Review and Approval of the Minutes of the January 11, 2021 Regular Monthly Meeting** Motion to approve made by Colleen; seconded by Nick and approved.

**III. Treasurer's Report** The warrants for the month of January, 2021 are as follows:

OPERATING ACCOUNT	\$86,597.63
CULTURAL ACTIVITIES FUND	1,971.54
MONEY MARKET ACCOUNT	1,141.20
BUILDING FUND CHECKING	551.52
BUILDING FUND SAVINGS	.00

Received donation of \$2,500 from the Ira A. Roschelle Md Family Foundation in January.

Motion to approve made by Derek; seconded by Colleen and approved.

**IV. Period of Public Expression** None

**V. Director's Report** Jeff added the following information to his written report. The library is continuing work on a project in conjunction with the North Fork Community Theater (began in 2019) to digitize their past playbills and post them on the library's webpage. Diana is working on a virtual art gallery for the webpage and YouTube. Due to popular interest, SCLS will offer an additional on-line trustee workshop on Wednesday, February 17, 2021, from 6:00p.m.-8:00p.m. Jeff is getting proposals to have the library's collection of *The Suffolk Times* newspapers (starting in 1876 and currently on microfilm) digitized to be uploaded onto the Suffolk Historic Newspapers database. The project will be funded from the Local History line in the Money Market account. The SCLS PALS Executive Board voted to allocate PALS fund balance funds to purchase Sonic Wall TZ670 firewalls for each library in Suffolk County at no cost to the libraries. Jeff showed the very popular take home bags and kits that are offered by the

Children's Room as an alternative to in-house programming. Take home bags and kits are also available for adults and gaining in popularity. Jeff showed members samples of logos that Diana is working on for the library.

**VI. President's Remarks** None

**VII. Committee Reports**

**A. Building Committee** The committee met to review the design for the new green space. Individual aspects of the plan can be bid upon separately and the project may be done in stages depending on cost.

**B. Finance Committee** The committee did not officially meet but Jeff provided members information by email concerning borrowing for the parking lot project. BNB (now Dime) offered the library a 7 year fixed rate instrument at 3.6% for a maximum of \$750,000. There is no pre-payment penalty and no closing costs. A monthly payment of \$10,114 would be automatically deducted from the library's account. The library has been approved for \$211,000 in state grant funding and currently has a balance of \$319,574 in the Building Fund.

**VIII. Old Business**

**A. Parking Lot** Jeff reported that the bid documents went out last week and 18 contractors expressed interest in the project ( including local contractors) . The bids are due back February 22, 2021. The architect will review them and provide us with recommendations. Note: contractors must be bonded.

**IX. New Business**

**A. Parking Lot Financing** See above

**B. Tutoring in Library** Jeff noted that he has had some requests to resume tutoring in the library. Members agreed to allow one on one tutoring following standard COVID-19 safety protocols (plastic barrier, masks, hand sanitizer, etc.).

**C. Set Monthly Meeting Date - March 8, 2021** The next regular monthly meeting is scheduled for Monday, March 8, 2021. Jeff noted that he may call for a special meeting of the board prior to the March 8, 2021 date to review the bids for the parking lot project.

**X. Adjournment** The meeting was adjourned at 6:36 p.m. Motion to adjourn made by Colleen; seconded by Katie and adjourned.

Respectively submitted,

Katie O'Rourke

Secretary